

LEAD METER TECHNICIAN

Definition:

Under general supervision, performs field and office work in support of meter reading and maintenance activities; performs related work as assigned

Distinguishing Characteristics:

This class is responsible for the development and modification of meter routes and schedules. It is a lead worker position and is distinguished from the Meter Technician series by responsibility to schedule and assign work, review work, authorize overtime and approve time sheets. This class will also train other employees and perform many of the same duties as Meter Technicians. This class works outdoors as well as indoors and the position involves extensive walking (sometimes over rough terrain) and regular bending, squatting, kneeling, twisting, reaching and lifting (occasionally 50+ lbs.). The work involves all types of weather including rain and snow

Examples of Duties:

- develops meter reading routes using established guidelines and principles;
- schedules and assigns work;
- reviews work;
- instructs and trains new Meter Technicians;
- establishes and maintains a meter maintenance and replacement program;
- answers inquiries and explains policies, regulations and fees;
- may turn water service on or off;
- reads water meters;
- tests meters;
- checks for malfunctioning or inoperative meters or illegal service connections;
- make minor repairs and adjustments to meters;
- prepares work orders;
- assists in preparing performance evaluations;
- authorizes overtime and signs timecards;
- assists in locating meters and service lines;
- orders supplies;
- assists in preparation of the budget;
- keeps records of work accomplished and problems and issues identified;
- prepares reports as required;
- utilizes computer using standard software;
- performs related duties as required especially as related to the water efficiency program.

LEAD METER TECHNICIAN

Qualifications:

Knowledge of:

- basic arithmetic;
- safe working practices;
- Placer County locales and geography;
- proper and safe use of hand tools;
- methods of minor mechanical repair;
- principles of water flow measurement;
- testing and repair of meters;
- water efficiency principles and methods;
- modern office practices;
- personal computers and their use;
- meter route planning techniques.

Ability to:

- plan, schedule, organize and coordinate route assignments and the day-to-day work of the Meter Services team;
- accurately read and record water usage;
- interact with the public and co-workers courteously and effectively;
- exercise sound judgment;
- prepare work schedules;
- read maps to locate streets, parcels and meters;
- test adjust and repair water meters;
- train and instruct meter technicians, prepare reports, order supplies, follow written and oral instructions.

Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of high school or the equivalent and four (4) years experience as a Meter Technician or Customer Service Representative with PCWA.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.